



NVDCINST 16713/1-5

EXCHANGE or RETURN TO DOCUMENTATION

These are general instructions which may not cover all requirements needed to document your vessel. Please see 46 CFR Part 67 at www.access.gpo.gov/nara/cfr/waisidx_01/46cfr67_01.html

CG-1258 Application for Initial, Exchange or Replacement of Certificate of Documentation; Redocumentation: Completed by new OWNER(s); submit an original OR copy of form CG-1258.

CG-1340 Bill of Sale: Submit one original OR one copy of the Bill of Sale, signed by or on behalf of all persons, transferring an interest in the vessel; OR one original OR one copy of Form 1340 signed by or behalf of all persons transferring an interest in the vessel. Signature(s) of seller(s) must be acknowledged by a notary public. Altered Bills of Sale may be rejected. A copy of the Bill of Sale or related instrument will be returned.

CG-1270 Certificate of Documentation: Interest in a vessel may be transferred by the last documented owner(s) on reverse of the original OR copy of the Certificate of Documentation. Signature(s) of seller(s) must be acknowledged before a notary public. Altered documents may be rejected.

Satisfaction of Mortgage or Form CG-4593 Application, Consent and Approval for Exchange: If the vessel is subject to a mortgage, submit one original or one copy of the Satisfaction of Mortgage (completed by mortgagee, NOT vessel owner and properly acknowledged); OR, one original or one copy of Form CG-4593 signed by both the owner and mortgagee. A copy of the Satisfaction of Mortgage will be returned. A copy of the Form, CG-4593 will not be returned.

Chain of Title Simplified Method*: For vessels returning to documentation, ownership may be established from state title OR state or foreign registration. A copy of the title or registration must be provided WITH the original or copy of bill(s) of sale from the owner shown on this paperwork to the applicant. For vessels under a foreign registry similar to U.S. Documentation, a copy of the registration and evidence of removal from that registry must be provided.

***Simplified method may not be used if seeking a Coastwise endorsement for a vessel over 200 ITC Gross Tons. Complete chain of title from the last documented owner and citizenship evidence for each owner must be submitted. Form MA-899 may be used to establish citizenship and will be sent upon request.**

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Fees:

Application for Exchange or Redocumentation CG-1258.....	\$84.00 *
Approval of Exchange if covered by a mortgage CG-4593.....	\$24.00
Bill of Sale (per page).....	\$ 8.00
Transfer on the reverse of a CG-1270 (Certificate of Documentation).....	\$ 8.00
Mortgage (per page).....	\$ 4.00

NOTE: one page with information on both the front and back is considered TWO (2) pages.

* ADD endorsement fee: Coastwise.....	\$29.00
Fishery.....	\$12.00
Recreation or Registry.....	NO CHARGE

NOTE: When more than one endorsement is requested, only the single highest endorsement rate applies - \$29.00 MAXIMUM.

Instructions:

- 1) Copies made on anything other than plain paper will be rejected.
- 2) Return existing Certificate of Documentation if available.
- 3) Electronic payments are accepted through pay.gov. Checks and money orders payable to U.S. Coast Guard, or credit card payments with accompanying CG-7042 Authorization for Credit Card Transactions are also accepted and must accompany application. Fees are non-refundable as per 46 CFR 67.500(e).
- 4) Documents may be mailed or faxed to the NVDC using the information above, or sent via e-mail to: NVDC.PDF.FILING@uscg.mil